

Parents'Pack

[Document subtitle]

DaTe Pack was created/updated

Name of childminder

[Company address]



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# About Me

Use this section to introduce yourself and your family. This section should be parent friendly. Discuss your interests, your ethos, your qualifications and anything else you want to share about you. Mention any assistants that work with you or if you co-mind with another childminder. Include pictures of your staff team.

# My Setting

Talk about where you live, the type of property and which areas of your home you use for childminding. If you have access to your own outdoor/garden area, if not how will you provide this opportunity to children? Discuss your environment briefly.

# Opening hours

Explain the times you are open. How many days of the week and year? And whether you are open on bank holidays?

# Price list

What are your charges? Do you charge hourly, full day or half day rates? Is there a discount for siblings? What do you charge for late collections? Explain when and how parents should pay their fees to you. Will you send an invoice, are payments in advance? Do you require a deposit?

# Holidays

What happens when you go on holiday? Do you charge? And vice versa what happens when a parent takes their child on holiday? Do you or parents have to give notice of any holidays?

# Sickness

If a child or you are off sick what is the expectation? Do you charge?

# What will I provide?

List the items you will provide for children.

# What will you need to provide?

List the items you expect parents to provide.

# What we get up to?

Discuss the type of activities you do, the groups and outings you go on. The fun children will/have in your setting as well as the learning. Explain how you will meet the needs of individual children.

# Typical weekly routine

Give parents an idea of what a typical week may look like i.e. school pick up, lunches etc.

# Food and drink

Do you provide food? Or do parents bring a packed lunch for their child? Discuss healthy eating and don’t forget to ask about allergies and dietary requirements.

# Typical sample menu

If you provide food. What will your typical weekly menu look like?

# The Early Years Foundation Stage

Discuss the requirements of the EYFS. How you meet these and what approach you take to the learning and development requirements. You may provide the 'Parent's Guide to the EYFS' document separately (on the web link) and introduce parents to 'What to expect when?' (On the web link).Think about how you will work in partnership with parents, how often will you meet to look at their child's learning in more detail? Discuss how you want parents to be involved and how you will regularly share ideas with tem to continue their child's learning at home.

# Policies and procedures

You can put your policies onto a CD and list them here. Or you can provide a short synopsis of each one that is relevant and important for a parent. Ensure you know what version you have given to parents so that you can inform them of any significant changes.

# Keeping in touch

Discuss how you will keep in touch with parents. Do parents have a preference? Are you flexible in your approach to have a daily diary for one parent, to a quick summary for another, to a text update for a third?

# Contact me

Provide your details should a parent wish to contact you. You may also include a business card in your pack.